UNIVERSITY OF SOUTH ALABAMA

Concur Procurement Reporting
NextGen Expense Manual

Procurement Card and Travel Services

https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/
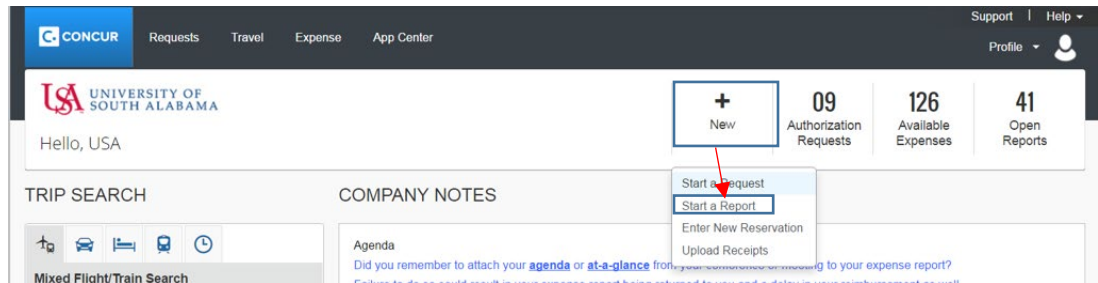650 Clinic Drive, Suite 1400
Mobile, Alabama 36688
251.460.6242

Creating a New Expense Report
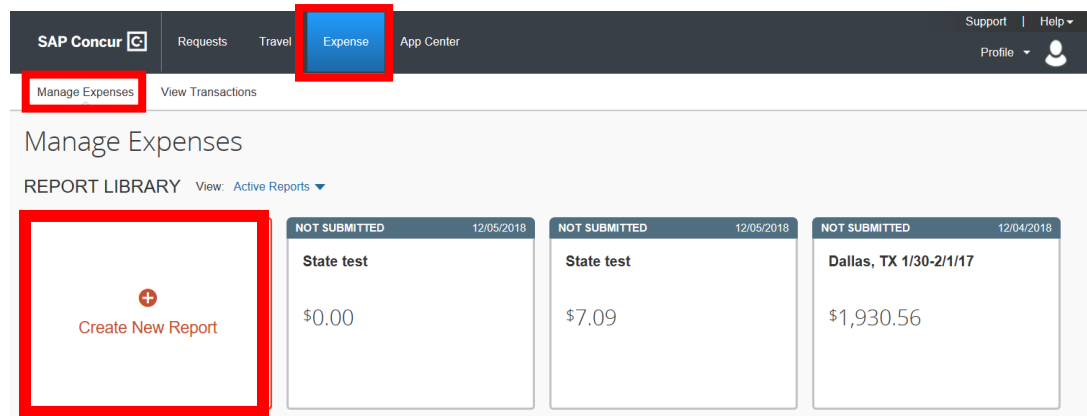
Create the report:

1. Either:
    - On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.

- OR -

   - On the menu, click **Expense > Mange Expenses** and then click the **Create New Report** tile.

2. Complete all required fields (marked with red asterisk) and the optional fields as needed. Then click **Create Report**.

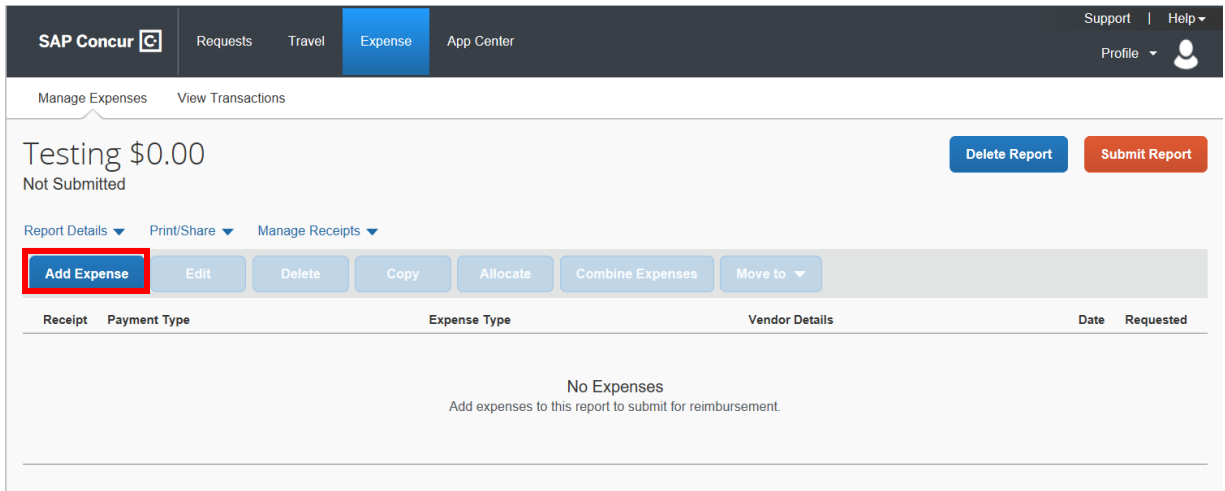### Note: Report Type field must be USA – Procurement Policy

3. Once you click **Create Report** in step 2 you will be taken to your report where you will begin adding expenses.

Add card transactions to the report:

1. Click **Add Expense**. Your PCard transactions will be listed under the **Available Expenses** tab.

2. Check the box next to the transactions you wish to add to this report or check the top box to select all transactions.

3. Click **Add To Report**.
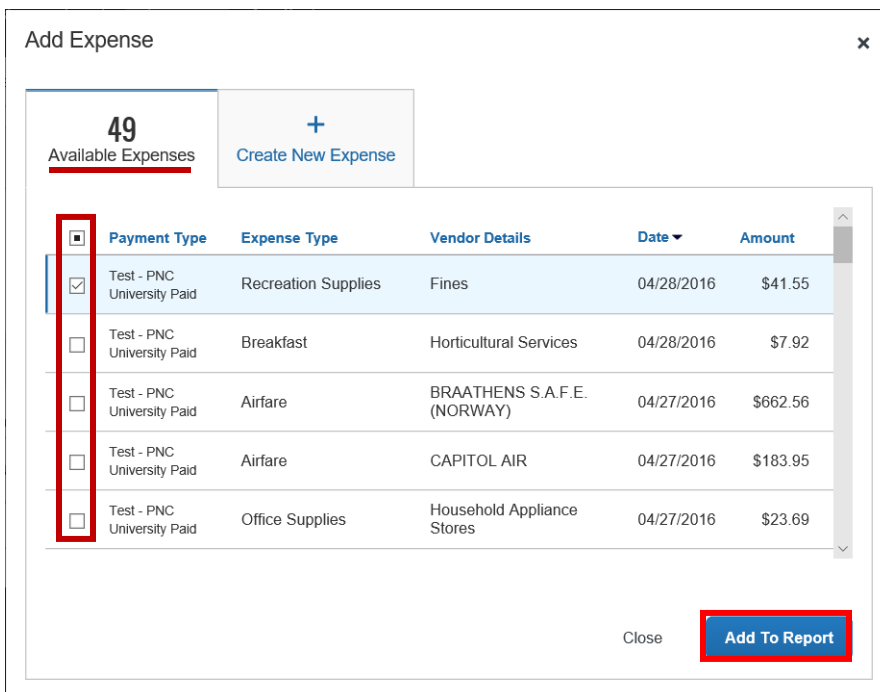
4. Click each expense one at a time and complete all the required fields (marked with red asterisk) and any optional fields as needed.

5. Make sure the Expense Type is correct and all required fields have been completed. Some will auto populate for you.

Note: The Alerts at the top of the screen will aid you in completing the requirements for this particular transaction.

6. Click **Attach Receipt Image** and locate the required documentation associated with this transaction and attach. Then click **Save Expense.**

If you need to allocate any expense(s) to another FOAPAL you have options:

1. To allocate each individual expense select that expense and click **Allocate**. **This is best used when different expenses will carry different FOAPALs.**

OR, if you need to allocate all of the expenses to **the same Fund/Org/Program combination** then check the top box and click **Allocate**.

OR, click the **Allocate** link directly below the word Details while you are on the expense.

2. Select whether you wish to allocate by Percent (default) or by Amount.

3. After you have selected Percent or Amount click **Add**.

4. Complete the required fields and click **Add to List** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite on page 7 of this manual).

5. Key the percentage or amount you wish to apply to this funding source.

NOTE: Concur will automatically calculate the remaining to apply to the funding source keyed on the header.

6. If you need to add more funding sources repeat steps 3-5 for each new funding source.

7. After all funding sources are added click **Save**. Then click **Save Expense**. You will see "Allocated" under the Requested amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
	Cash/Personal Card	Hotel	Sheraton Seattle, Washington	03/16/2018	$803.64 Allocated

8. Once you have completed adding all expenses and allocating if needed click **Submit Report** or leave it to come back to and complete. **An Expense Report must be submitted monthly for any charges which are placed on a Purchasing Card (PCard) during that month.**

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation (pg. 6) you can click **Save as Favorite** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.

Add Allocation

+
New Allocation

★
Favorite Allocations